



## **Call for Proposal: EducationUSA Standardized Test Prep Courses 2016**

The Public Affairs Section of the U.S. Consulate General in Ho Chi Minh City requests proposals from international and local organizations interested in a grant award to manage the EducationUSA Standardized Test Prep Courses. The courses will be held in September – November 2016.

This EducationUSA Test Prep Courses' objective is to improve Vietnamese students' applications to U.S. undergraduate and graduate programs by developing the skills and knowledge needed to maximize their standardized test scores.

The program will comprise of a 10-week prep class in TOEFL, SAT and GRE for Vietnamese youth (15-35 years old). The three-hour classes will take place in the evening at the grantee's venue twice a week. Each class will have 20 students at most. The Opening Ceremony, Mid-term review and Award Ceremony will take place at the American Center, U.S. Consulate General, Ho Chi Minh City.

EducationUSA is a U.S. Department of State network of over 400 international student advising centers in more than 170 countries. The network promotes U.S. higher education to students around the world, informing them about opportunities to study at accredited postsecondary institutions in the United States. EducationUSA also provides services to the U.S. higher education community to help institutional leaders meet their recruitment and campus internationalization goals.

International and local organizations are invited to submit a proposal that describes the following criteria:

- Design and implement a ten-week test prep course in TOEFL, SAT and GRE. The proposal must include a budget, course overview and structure, teachers' profile, and marketing strategies.
- Administer placement tests for all applicants.
- Provide course materials for students.
- Administer final exams after the courses.
- Provide feedback on students' performance after the courses.



Proposal should include:

- Application for Federal Assistance Cover Sheet (SF-424):  
[https://eca.state.gov/files/bureau/sf424\\_0.pdf](https://eca.state.gov/files/bureau/sf424_0.pdf)
- a description of the work to be performed with respect to each of the criteria
- information about the team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role in the bidder's organization and in the team
- a schedule for the work
- a detailed budget
- evidence of ability to organize events in Vietnam, or a plan to engage a local partner to assist in doing so

Length of grant will be for one year to accommodate the above mentioned activities.

Proposals will be measured as follows:

- U.S. Consulate General Ho Chi Minh City will review the proposal to determine whether it meets eligibility requirements and analyze the proposal against each of the criteria noted above. The successful proposal will deliver the targeted experience to the participants with a total program budget not to exceed \$15,000.

Proposals must be submitted by e-mail to [HCMCEDUSA@state.gov](mailto:HCMCEDUSA@state.gov) by 2400 (Ho Chi Minh City time) on Sunday, July 10<sup>th</sup>.